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MANUAL

OF THE

BOARD OF TRUSTEES

OF THE

PUBLIC SCHOOLS

OF

WASHINGTON, D. C.

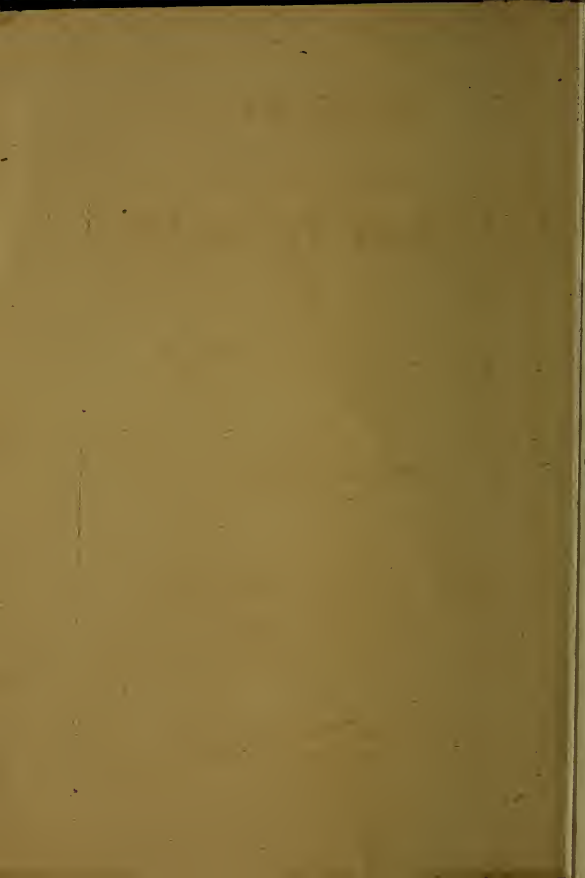
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PREPARED BY WM. J. RHEES.

Ordered by the Board Nov. 14, 1865.

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WASHINGTON, D. C.:


M'GILL & WITHEROW, PRINTERS.

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# BOARD OF TRUSTEES--1866.

RICHARD WALLACH, Mayor of the city, *ex-officio* PRESIDENT.

FRANCIS S. WALSH, PRESIDENT *pro-tempore*.

RICHARD T. MORSELL, TREASURER, 379 E street, bet. Third and Fourth; office, City Hall.

R. F. BOISEAU, SECRETARY, 462 G south, corner of Ninth east, office, "National Republican."

## First School District. 1st and 2d Wards.

TRUSTEES.	AP'ED.	RESIDENCE.	PLACE OF BUSI.
J. O. Wilson,	1861	392 L bt 14 & Vt Av	6th And's P O Dpt.
J. S. Brown,	1863	373 13 bet L & M	7th opp Pat Office.
J. P. Tustin,	1863	316 I bet 151-2 & 16	Pen Off, Int Dept.

## Second School District. 3d and 4th Wards.

Mitchel H. Miller,	1858	10 bet M and N	1st And's Off, Tres.
Wm. J. Rhees,	1862	504 H bet 7 and 8	Smithsonian Inst'n.
W. R. Woodward,	1866	454 6 bet D and E	City Hall.

## Third School District. 5th and 6th Wards.

Francis S. Walsh,	1857	608 S east, bt I & K	Marine Barracks.
T. Edw. Clark,	1865	14 e, bt Pa Av & K	Va Av bet 9 & 10
Fred. D. Stuart,	1865	N Cap bet A & B	

## Fourth School District. 7th Ward.

J. E. Holmead,	1859	518 Md Av bt 41-2, 6	Patent Office.
W. J. Murtagh,	1863	497 Md Avenue.	"Republican" off.
J. T. Cassell,	1865	Cor 7 and Md Av.	Cor 7 and Md Av.

# Committees of the Board. 1866.

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## SUPPLIES.

J. T. Cassell, W. J. Rhees, J. P. Tustin, F. D. Stuart.

## TEXT-BOOKS.

M. H. Miller, J. E. Holmead, F. S. Walsh, J. O. Wilson.

## RULES AND REGULATIONS.

W. J. Rhees, J. E. Holmead, J. P. Tustin, T. E. Clark.

## SCHOOL-HOUSES AND SCHOOL-ROOMS.

J. O. Wilson, W. J. Murtagh, W. J. Rhees, F. D. Stuart.

## EXAMINATION OF TEACHERS.

F. S. Walsh, J. E. Holmead, J. O. Wilson, M. H. Miller.

## ACCOUNTS AND EXPENSES.

W. J. Murtagh, J. S. Brown, W. R. Woodward, F. D. Stuart.

## VOCAL MUSIC.

W. R. Woodward, J. E. Holmead, J. S. Brown, T. E. Clark.

## CONGRESS AND THE CITY COUNCILS.

J. E. Holmead, W. R. Woodward, J. P. Tustin, T. E. Clark.

## TEACHERS' INSTITUTE.

J. O. Wilson, M. H. Miller, T. E. Clark, J. T. Cassell.

## ANNUAL REPORT.

J. P. Tustin, W. J. Rhees, F. D. Stuart, W. J. Murtagh.

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## *Committees on Public Schools of the City Councils.*

Aldermen.—Messrs. Noyes, McCathran, Barr.

Common Council.—Messrs. Peugh, S. mms, Walker, Anderson,  
Rheem, Hamilton, White.

## *Joint Committee on New School-House in First District.*

Hon. R. Wallach, Mayor.

Messrs. J. B. Turton and J. R. Barr, of the Aldermen.

Messrs. W. P. Ferguson and W. W. Moore, of the Councils.

Messrs. J. O. Wilson, M. H. Miller, F. S. Walsh, and J. T. Cassell,  
of the Trustees.

# BY-LAWS OF THE BOARD OF TRUSTEES.

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## I. *Stated Meetings.*

The stated meetings of the Board shall be held on the second Tuesday of each month.

## II. *Special Meetings.*

At special meetings the business for which the meeting has been called shall be first disposed of, and no other business shall be transacted unless by consent of a majority of the Board.

## III. *Order of Business.*

At the hour appointed the President (or, in case of his absence, the President *pro tem.*) shall take the chair and direct the roll to be called, and the name of any member afterwards appearing shall also be inserted. A quorum being present, the Board shall proceed to business, and no member shall retire without permission of the Chair. The following shall be the order of business, viz:

1. Reading the Journal.
2. Communications.
3. Monthly Reports of Teachers.
4. Reports of Standing Committees.
5. Reports of Special Committees.
6. Presentation of Bills by the Treasurer.
7. Unfinished Business.
8. New Business.

## IV. *President.*

He shall preside at all meetings of the Board; shall decide points of order without debate; appoint committees; and call special meetings of the Board when requested in writing by three or more members, or when in his opinion necessary.

### V. *Secretary.*

He shall keep a journal of the proceedings of the Board; preserve books and papers placed under his care; advertise meetings in two daily newspapers of the city at least one day before the meeting; notify the chairman of every committee of the appointment of the same, and furnish him with a copy of the resolution under which it was appointed; he shall act as the Librarian of the Board, attend to the reception and delivery of the books, and see that all books, pamphlets, reports, &c., are properly numbered and registered, and perform such other duties as may from time to time be required by the Board.

### VI. *Treasurer.*

The Treasurer shall disburse the public school funds, and keep correct books, in which shall be entered the expenditures under each appropriation, and an abstract of each account, showing the time of its payment and the name of the payee.

All bills must be approved by the Board before payment, in the following manner:

Bills for the salaries of the Treasurer, Secretary, and Teacher of Music shall be paid at the end of each month.

Bills for the salaries of all teachers,\* for rent of school-rooms, and for any other purpose, not exceeding ten dollars,† must be approved by one Trustee of the District in which the expenditure is made.

Bills not named above, and not exceeding fifty dollars, must be approved by two Trustees.

All other bills certified by the Trustee incurring the ex-

\* Form No. 2.

† For cleaning rooms and making fires use Form No. 3.



penditure must be presented to and approved by the whole Board.

He shall keep in convenient form for reference a copy of all acts or resolutions relative to the public schools passed by the City Councils.

He shall keep an account showing the name of every pupil to whom books are lent, the school and the name of the Trustee approving the requisition,\* together with the cost of the articles.

He shall have charge of all books, stationery, &c., procured by the Committee on Supplies, or the Board, and shall keep a separate account of all articles delivered to the teachers for the use of the schools.†

He shall make an *annual* report to the Board of his receipts and expenditures, showing the amount of the latter for each school, and the aggregate for each District, and shall report to the Board the condition of the school fund whenever required.

#### VII. *Sub-Boards.*

The Sub-Boards shall have a general supervision of the schools and school property in their respective Districts; shall fill vacancies among teachers temporarily, and report their action to the Board at its next meeting; shall supply such wants and order such repairs to the buildings, fences, or school furniture, as may be immediately necessary; shall report to the Board any teachers who may prove to be unworthy or unqualified for their trust; shall suggest minor regulations for the pupils or teachers, not in conflict with the rules and regulations of the Board; shall visit the schools in their Districts at least once a month, and give such aid and co-operation to the teachers by their counsel

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\* Form No. 18.    † Requisition for supplies, Form No. 4.

as may tend to increase their usefulness and efficiency, and promote harmony among them, and between them and the parents of their pupils.

The Sub-Boards shall superintend all work, repairs, and improvements in their respective Districts, unless otherwise ordered by the Board.

The Sub-Boards may, from time to time, assign the special charge and supervision of certain schools to each member; but all questions of importance shall require the action of the whole Sub-Board, or reference to the general Board.

The Sub-Boards, in their respective Districts, shall give advice to the teachers in any emergency, and shall take cognizance of any difficulty which may have occurred between the teachers and parents or guardians of the pupils, or among the teachers themselves, or with any Trustee, relative to the government or instruction of the schools. An appeal, however, to the whole Board can be made by any parent, guardian, or teacher.

#### VIII. *Committees.*

The following Standing Committees, consisting of one member from each School District, shall be appointed annually by the President, the first named of which shall be Chairman:

1. On Supplies.
2. On Text-Books.
3. On Rules and Regulations.
4. On School-houses and School-rooms.
5. On Examination of Candidates for Positions as Teachers.
6. On Accounts and Expenses.
7. On Vocal Music.
8. On Congress and the City Councils.
9. On the Teachers' Institute.

### IX. *Supplies.*

The Committee on Supplies shall advertise annually, in at least two daily city papers, for proposals for fuel, books, and stationery, and they shall purchase all supplies necessary for the schools on the most advantageous terms.

They shall make a report annually, or whenever called upon by the Board.

### X. *Text-Books.*

The Committee on Text-books shall thoroughly examine text-books, maps, or school apparatus, proposed to be introduced into the public schools and shall make a report, in writing, to the Board, setting forth the reasons for or against their introduction, within three months of the reference to them.

They shall require the author or publisher to furnish each member of the committee with a copy for examination of any book proposed to be introduced.

In the month of May, annually, they shall examine the course of studies prescribed for the schools, and shall recommend to the Board, at the monthly meeting in June, such improvements in the course of instruction and such changes in the books as they may deem expedient.

### XI. *Rules and Regulations.*

The Committee on Rules and Regulations shall take into careful consideration every proposition presented to the Board, to adopt, repeal, or amend any rule or regulation, and shall report, in writing, their reasons for or against the proposed alteration. They shall prepare and superintend the printing of all blank forms and registers required.

### XII. *School-Houses and School-Rooms.*

The Committee on School-houses and School-rooms shall investigate all propositions made to the Board relative to

school-buildings and school-rooms, and from time to time make such reports and suggestions as they may consider calculated to improve the condition of the same.

They shall annually inspect all the school-buildings and rooms, and report to the Board their condition, especially in regard to ventilation and security from fire and accident, and recommend such improvements as may promote the health and comfort of teachers and scholars.

They shall have charge of the renting of all buildings used by the schools, and the purchase of all furniture and fixtures necessary for the same, and to them shall be referred all propositions relating to the organization of new schools.

They shall attend to the annual *insurance* of school houses and furniture.

#### XIII. *Examination of Candidates for Positions as Teachers.*

The Committee on Examination shall require evidence of the good moral character of all applicants for positions as teachers in the public schools, and ascertain by personal examination their literary qualifications and capacity for the government of schools.

They shall report at the next stated meeting of the Board after each examination the names and residences of all candidates found qualified, whether for Grammar, Intermediate, Secondary, or Primary Schools, with such other facts as they may deem necessary for the information of the Board.

#### XIV. *Accounts and Expenses.*

The Committee on Accounts and Expenses shall report to the Board at the stated meeting in July the annual estimates of appropriations.

They shall make an examination *quarterly* of the accounts of the Treasurer, and report the amount of the bills paid, and for what purposes, in each District.

They shall have control of all incidental expenses of the Board.

#### XV. *Vocal Music.*

The Committee on Vocal Music shall nominate to the Board a suitably qualified person as Teacher of Vocal Music; they shall exercise a general supervision over this department of instruction in all the schools, and make an annual report to the Board.

#### XVI. *Congress and the City Councils.*

The Committee on Congress and City Councils shall represent the interests of the public schools of Washington in all cases where legislation by Congress or the City Councils is desired by the Board, relative to the promotion of education or the improvement of the school system in the city of Washington.

#### XVII. *Teachers' Institute.*

The Committee on the Teachers' Institute are authorized to call the teachers together for the purpose of professional improvement, on not more than two half school days and one half Saturday in each four weeks.

It shall be their duty to make all necessary rules and regulations for the government of these meetings, to exercise a general superintendence over the same, and to make a report of the results in writing to the Board, at the close of each year.

#### XVIII. *Reports of Committees.*

The chairman of each committee shall make all reports to the Board, with the signatures of the members concurring therein.

XIX. *Resolutions.*

No resolution shall be acted on unless presented in writing, over the signature of the member presenting it; and when the question is put, every member present shall vote, unless excused by the Board.

XX. *Amendments.*

No amendment to the By-Laws of the Board, or the Rules and Regulations of the Schools, shall be made, unless it be proposed in writing, at a stated meeting, and receive at a subsequent stated meeting the vote of two-thirds of all the members of the Board.

# RULES AND REGULATIONS OF THE PUBLIC SCHOOLS.

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## ADMISSION.

1. All white children between the ages of six and seventeen years shall be entitled to admission into the schools within the respective School Districts, in accordance with the following rules:

2. Application for admission shall be made to a Trustee of the School District in which the party applying resides; who, on being satisfied that the child is a suitable candidate for admission, shall grant a ticket,\* addressed to the teacher of such school within his District as he may think proper.

3. All tickets shall be placed on the admission register by the teacher as soon as received, and as vacancies occur they shall be filled by candidates in the order of their tickets.†

4. Should admission in regular order be refused to any applicant, or should a teacher be unable to find the next applicant to fill a vacancy, it shall be the duty of such teacher to report the fact to the Sub-Board of the District, before the admission of the next in order, and to state on the register, opposite the name, why such applicant was not admitted.

5. At the commencement of each scholastic year the order of admission of pupils shall be as follows:

I. The pupils who were such at the close of the last year.

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\* Form No. 20.

† Notice of vacancy, Form No. 19.

II. Transfers from other schools.

III. Applications in the order of the presentation of tickets.

All pupils whose names were on the rolls at the close of the preceding year will be considered as continuing their connection with the schools, and be admitted without tickets, provided they present themselves before 12 m. on the first day of the session. In case of sickness or necessary absence from the city, provided a satisfactory representation is made to the teacher prior to the time named above, seats shall be reserved until the end of the fifth day of the session.

In all cases where transfers are made, the names of the pupils transferred must be entered on the roll of the school from which they are transferred, and transfer tickets,\* signed by the teacher and approved by a Trustee, must be given to the pupils.

6. Transfers from schools of a lower grade to those of a higher shall only be made during the first weeks of September and January, and only those shall be promoted whose attendance, conduct, and improvement have been satisfactory to the Sub-Board.

7. The number of pupils in any school shall not exceed sixty for each teacher; but this number may be reduced at the discretion of the Board.

8. No pupil shall be received from one public school into another without a certificate† of honorable dismissal, or satisfactory reasons for leaving.

9. No pupil shall be transferred from a school in one District into that of another, unless by the written consent

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\* Form No. 21.

† Form No. 23.



of two members of the Sub-Board of the District from which the scholar is transferred.

10. Children shall be admitted into the schools of such grade as they shall, after examination by the Sub-Board or teacher, be found qualified to enter, and no pupil shall be admitted into a Grammar School who is under ten years of age.

11. Examination necessary for admission :

I. Is the applicant within the ages of six and seventeen years?

II. Has the applicant been vaccinated or otherwise protected against small-pox?

III. Is the applicant a pupil of any public school; and if so, why is application made for a change?

IV. Has the applicant been heretofore a pupil of any of the public schools; and if so, what was the cause for leaving?

V. Has application been made to any other member of the Board for a ticket of admission or transfer; and if so, why was it not granted?

VI. Is the parent or guardian a *bona fide* resident of the city of Washington?

#### COURSE OF STUDY.

12. The opening exercises in every school shall commence with reading a portion of the Bible (without note or comment) by the teacher, and appropriate singing by the pupils.

13. Worcester's Dictionary, Mason's Manual of Gymnastic Exercises and the Spencerian System of Penmanship shall be used in all the schools.

14. Primary Schools:

The Alphabet, including the powers of the letters, exer-

cises in articulation, for the purpose of cultivating a distinct, natural, and correct utterance of words; spelling; reading; marks of abbreviation and punctuation; arithmetical signs and tables; vocal music; exercises in writing and drawing on the slate and blackboard.

*Text-Books.*

Philbrick's Alphabetical Tablets.  
 Worcester's Primary Spelling-Book.  
 Hillard's Primer or First Reader.  
 Hillard's Second and Third Primary Readers.  
 Davies' Primary Arithmetic.  
 The Song Garden. Part I.

15. Secondary Schools:

Continuation of studies in the Primary Schools, and, in addition, mental arithmetic, practical arithmetic, and geography.

*Text-Books.*

Worcester's Comprehensive Spelling-Book.  
 Hillard's Third, Fourth, and Intermediate Reader.  
 Colburn's Mental Arithmetic.  
 Davies' Elements of Written Arithmetic.  
 Davies' Practical Arithmetic.  
 Warren's Primary Geography.  
 The Song Garden. Part I.

16. Intermediate Schools:

Continuation of studies in the Secondary Schools, and, in addition, grammar, history, Constitution of the United States, composition, and drawing.

*Text-Books.*

Worcester's Comprehensive Spelling-Book.  
 Hillard's Intermediate and Fifth Reader.

Colburn's Mental Arithmetic.  
 Davies' Practical Arithmetic.  
 Warren's Common School Geography.  
 Kerl's Elementary English Grammar.  
 Lossing's Primary History of the United States.  
 Shurtleff's Governmental Instructor.  
 Quackenbos' First Lessons in English Composition.  
 The Song Garden. Part II.

#### 17. Grammar Schools :

Continuation of studies in the Intermediate Schools, and, in addition, algebra, geometry, mensuration, surveying, book-keeping, physiology, philosophy, botany, astronomy, elocution.

#### *Text-Books.*

Worcester's Comprehensive Spelling-Book.  
 Worcester's Pronouncing Speller.  
 Scholar's Companion.  
 Hillard's Fifth and Sixth Readers.  
 Davies' Intellectual Arithmetic.  
 Davies' Practical Arithmetic.  
 Davies' University Arithmetic.  
 Davies' Practical Mathematics.  
 Davies' Algebra.  
 Davies' Legendre.  
 Warren's Common School Geography.  
 Warren's Physical Geography.  
 Mitchell's Ancient Geography.  
 Kerl's Comprehensive English Grammar.  
 Lossing's Common School History of the United States.  
 Shurtleff's Governmental Instructor.  
 Quackenbos' First Lessons in English Composition.  
 Quackenbos' Course of Composition and Rhetoric

Peterson's Familiar Science.  
 Comstock's Natural Philosophy.  
 Upham's Mental Philosophy.  
 Gray's Botany for Beginners.  
 Gray's Lessons and Manual of Botany.  
 Burritt's Geography of the Heavens.  
 Cutler's Physiology.  
 Davies' Surveying.  
 Bryant, Stratton & Packard's Book-keeping.  
 American Musical Class Book.

#### RULES RELATIVE TO TEACHERS.

18. Teachers of Grammar Schools must be not less than twenty-one years of age; of Primary, Secondary, and Intermediate Schools, not less than eighteen years of age; and sub-assistants not less than sixteen years of age.

19. No appointment or promotion of a teacher shall be made until an appropriate examination shall have been passed, and a certificate\* obtained from the Committee on Examination of Candidates for positions as Teachers.

20. Teachers may be assigned or transferred to such schools as the Board of Trustees may deem best for the public interest.

21. Teachers shall give at least one month's written notice of their intention to resign to the Sub-Boards of their Districts, under forfeiture of the pay due.

22. Teachers are required to be at the school-room at least fifteen minutes before the hour of opening the schools, and when failing to do so shall report themselves "tardy" on the monthly report, and assign the reasons.

23. No teacher shall be absent from school at any time

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\* Form No. 5.

during the scholastic year without the written permission of at least one member of the Sub-Board, except in cases of sickness or the presence of contagious disease in the family, which shall be forthwith communicated to the Sub-Board and specified in the monthly report.

24. In each public school an admission register shall be carefully kept, in which shall be recorded the name, age, and number of every pupil, the time of admission, and by whose ticket; the name, residence, and occupation of the parent or guardian, and also the names of all applicants for admission.

25 In addition to the admission register, each teacher shall keep a roll-book for the daily record of attendance and deportment, and a class register for marking recitations, in such form as may be prescribed, which shall at all times be open to the inspection of the Trustees. A copy or abstract,\* as may be required of these records, shall be made out and sent to a member of the Sub-Board within three days from the end of every month.

26 At the close of the school year each teacher shall submit to the Board a condensed abstract† of the monthly reports of the school for the year, in such form as may be required by the Board.

27. The Treasurer shall withhold all money due any teacher who has failed to produce his or her monthly and annual reports, and the nomination of any such teacher for re-election shall not be considered.

28. All records and registers when full shall be deposited by the teacher in the library of the Board.

29. An allowance of stationery for public school purposes, not to exceed \$2 50 per annum for each teacher, shall be

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\* Form No. 1.

† Form No 9.

furnished by the Treasurer upon requisition\* of the teacher of each school, approved by a member of the Sub-Board.

30. Whenever books are furnished to destitute pupils, the teachers shall charge them in a book kept for the purpose, and shall require them to be returned when the pupils leave the school.

31. Teachers are strictly prohibited from using any other text-books than those designated by the Board of Trustees, and no book shall be used in a school of inferior grade to that for which it is prescribed in the list of text-books.

32. The teachers of all the schools shall assign one or more lessons to be studied by the pupils daily out of school.

33. The teachers shall attend to the physical education and comfort of the pupils under their care. When, from the state of the weather or other causes, the recesses in the open air shall be impracticable, the children may be exercised within the room, in accordance with the best judgment and ability of the teachers.

34. Teachers are required at all seasons of the year to make the ventilation and temperature of the school-rooms an especial object of attention.

35. The windows in the rooms must be opened for the free admission of air at recess, and at no time should the temperature of the rooms be higher than 68 degrees.

36. Reading newspapers, magazines, &c., and conversation for more than five minutes with other teachers, or visitors, is forbidden.

38. No teacher shall use tobacco in any form during school hours, nor at any time in or about the school-building.

38. Mild and conciliatory discipline is enjoined on all teachers, and the avoidance of corporal punishment, as far

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\* Form No. 4.

as may be, with a due regard to the necessity for obedience on the part of the pupil.

39. It shall be the duty of the teacher to see that the doors of the school-house, and other houses attached thereto, are locked, and the windows shut and fastened, every day after the close of the school.

40. Teachers shall prevent (as far as possible) the pupils from gathering on the school premises before the hours for opening the school-rooms, shall supervise their schools during the recesses, and shall require the pupils to leave the premises immediately after the close of the school.

41. No pupil shall be allowed to depart before the appointed hour of leaving school, except in case of sickness, or the request of the parents or guardians, or for some pressing emergency, of which the teacher shall judge.

42. Teachers shall not be allowed to send their pupils on errands during school hours, except on urgent school business.

43. No teacher shall be allowed to present any premiums or gifts to any scholar at the public distributions.

44. No subscription or contribution, for any purpose whatever, shall be introduced into any public school, unless authorized by the Board.

45. No advertisement shall be read to the pupils of any school, or posted upon the walls of any school-building, or fences of the same.

46. The teacher of each school shall prepare, and place for convenient inspection by the Trustees, a programme\* of the exercises of each day during the week, specifying the length of time devoted to each study and recitation.

47. Teachers will give as much instruction as is practica-

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\* Form No. 24.

ble by means of the blackboard; arrange the scholars in accordance with their progress, in not less than three nor more than five classes; prevent sitting too long in one position or without occupation, and frequently vary the school exercises, so as to awaken and fix the attention of the children.

48. The teacher of each school is accountable for the safe-keeping of the furniture and other school property, the order and discipline of the pupils, and the execution of all rules and regulations of the General and Sub-Boards.

49. Sub-assistants shall have charge, under the supervision of the preceptress of the record books of the Grammar Schools in which they are pupils; shall be employed to give instruction in any school during the temporary absence of the teacher, when required by the Sub-Board. and shall perform such other duties as may be assigned to them.

50. Teachers are required to make themselves familiar with these regulations, and especially with the portion that relates to their own duties, and to the instruction and discipline of their respective schools, and to see that these are faithfully observed.\*

#### RULES RELATING TO PUPILS.

51 Good order and propriety of deportment, not only during school hours, but in coming to and leaving school, and cleanliness in person and attire, are expected from all. Pupils are required to keep all books clean, and the contents of the desks neatly arranged; to enter and leave the room in a respectful manner, and without noise; and to quit the neighborhood of the school in a quiet and orderly manner immediately on being dismissed.

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\* A copy of these Rules and Regulations to be placed on the wall of the school-room is Form No. 10.



52. No pupil shall be allowed to throw pens, paper, or anything whatever, on the floor; to mark, cut, scratch, chalk, or otherwise disfigure or injure, any portion of the school-building, or anything connected with it; to use tobacco in any form; to use a knife in school; to play at any game within the school-room; to use any profane or indelicate language; to nickname any person; to throw stones or other missiles; to annoy or maltreat others, or do anything that may disturb the neighborhood or the school.

53. Continued irregularity, frequent absence, tardiness in attendance, immoral conduct, or a neglect on the part of a parent or guardian to furnish the necessary school-books, unless satisfactorily explained by such parent or guardian, shall be sufficient ground for suspension or dismissal.

54. Absence for four days in any month, unless caused by sickness or the presence of a contagious disease in the family, (of which the teacher must be informed before the expiration of the fourth day,) or when authorized in writing by a Trustee, subjects the pupil so offending to a forfeiture of his or her seat.

The seat of any pupil who shall be absent more than twenty consecutive school-days, *from any cause*, shall be forfeited; but those who may be detained by sickness shall have preference, on returning, in admittance to school, over others.

In making up the monthly reports, the absence of any pupil, when more than *five* consecutive days, shall not be included in the "aggregate number of days' absence."

55. Parents shall in all cases be notified in writing\* when the non-attendance of their children has accumulated so that two additional half-days' absence will subject them to a forfeiture of their seats.

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\* Form No. 6.

56. No pupil shall be admitted into school after the opening without an excuse in writing from the parent or guardian.

57. Pupils of female schools are not allowed to dispose of tickets for concerts, exhibitions, &c.

58. For violent or pointed opposition to authority, in any particular instance, a teacher may *suspend* a pupil for the time being, and shall immediately inform the parent and the Sub-Board. If not restored by the Sub-Board within five days, the pupil shall be considered as *dismissed*, and the name shall be stricken from the roll.

59. Any pupil under censure who shall express to the teacher regret for his or her bad conduct, as openly and explicitly as the nature of the case may require, and shall give promise of amendment, shall, with the previous consent of said Sub-Board, be reinstated.

60. Certificates\* of merit shall be given, at the close of each month, to all pupils who have received no demerit marks for attendance, deportment, and recitation.

61. Reports of absence, deficiencies, and disobediences,† or of the average marks,‡ shall be sent, at the close of each month, to the parents or guardians, to be signed by them and returned to the teacher.

62. Pupils whose parents or guardians are in indigent circumstances may obtain the use of books, &c., from the Treasurer on a written application,§ in such form as shall

\*For Male Grammar Schools, Form No. 11; for Female Grammar Schools, Form No. 12; for Male Intermediate Schools, Form No. 13; for Female Intermediate Schools, Form No. 14; for Secondary Schools, Form No. 15; for Primary Schools, Form No. 16.

† Form No. 17.

‡ Form No. 22.

§ Form No. 18.

be prescribed by the Board, approved by the teacher of the school, and by two members of the Sub-Board; but in all cases such books shall be returned whenever the scholar shall leave the school.

63. If the books are not returned as required, the pupil shall not be allowed to enter any public school in the city.

64. The *pupil's* duties to the TEACHER are obedience, respect, and attention, industry, punctuality, and regularity, truth, frankness, and honesty; without these there can neither be success in study nor the formation of that character which it is the object of the school to promote.

65. The *pupil's* duties to the SCHOOL are kindness and propriety of deportment and honesty towards his school-mates, with regularity of attendance, proper conduct on the way, and a due regard for the character of the school.

66. The *pupil's* duties to the TRUSTEES are those due to persons who labor gratuitously for their benefit. They are to be treated with respect when met, welcomed to the school when they visit it, and their words of advice or caution attended to as those, next to parents and teachers, of their best and most disinterested friends.

#### SCHOOL HOURS.

67. The schools shall be opened punctually at  $8\frac{1}{2}$  o'clock, a. m., from April 1 to October 1, and at 9 o'clock from October 1 to April 1; and closed at 3 o'clock. p. m.

68. During the morning a recess of fifteen minutes shall be given at  $10\frac{1}{2}$  o'clock, and of sixty minutes at 12 m.

69. In the Primary Schools the teacher may allow the pupils in each class a recess of not more than five minutes after each recitation.

70. No change in the school session in inclement weather is allowed. In extraordinary cases special permission can be obtained from the Sub-Boards.

## VACATIONS.

- 71. Every Saturday.
- 72. From the 15th of July of each year until the first Monday in September, on which day the school year shall commence.
- 73. The 22d of February.
- 74. Good Friday and Easter Monday.
- 75. The Fourth of July.
- 76. Thanksgiving Day, and the day following.
- 77. From the 25th day of December to the 1st of January, inclusive.
- 78. No other holidays shall be granted, except on the application of the teacher and the written consent of two of the Sub-Board of the District.

## NIGHT SCHOOLS.

- 79 Night Schools may be opened and continued for four months, from the middle of October, in any District where there is a sufficient attendance.
- 80. They shall be opened at 7 o'clock, p. m., and continue two hours.
- 81. Teachers of Night Schools shall keep registers and make Reports similar to those of the Day Schools.

## EXAMINATION.

- 82. An examination of the several schools shall be made before the close of each school year, under the direction of the General Board; and all pupils absenting themselves from such examination, without cause assigned, may be suspended or dismissed by the Sub-Boards.

## SCHOOL-HOUSES.

- 83. The Trustees are responsible for the proper use of the city property entrusted to their care, and the school-houses owned or occupied by the Corporation can be used for no other than public school purposes, without the authority of the City Councils.

# DESCRIPTION OF THE BLANK FORMS

PRESCRIBED BY THE

## BOARD OF TRUSTEES.

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### FORM.

- No. 1. Monthly Report of Teachers, to be sent to Sub-Boards. See Rule 25.
- No. 2. Bill for salaries of Teachers, to be approved by a Trustee and presented to the Treasurer.
- No. 3. Bill for sweeping rooms and making fires, to be approved by a Trustee and presented to the Treasurer.
- No. 4. Requisition, to be sent to the Treasurer for school supplies, stationery, fixtures, &c.
- No. 5. Certificate of examination of Teachers applying for schools, to be furnished by the Secretary to those approved by the Committee on Examination. See Rule 19.
- No. 6. Notice, to be sent by Teachers to parents of scholars who have been absent three days in any month. See Rule 55.
- No. 7. Notice, to be sent by Teachers to Sub-Boards, informing them of scholars who have been absent more than four days in any month. See Rule 54.
- No. 8. Abstract of Teacher's Monthly Reports, for the use of the Secretary.
- No. 9. Abstract of Teacher's Monthly Reports, to be kept by the Teacher, and a copy to be sent at the end of the school year to the Secretary. See Rule 26.
- No. 10. Rules and Regulations of the schools, in sheet form, to be hung up in the school-rooms. See Rule 50.
- No. 11. Certificate of merit, to be given by the Teacher to pupils of Male Grammar Schools. See Rule 60.
- No. 12. Certificate of merit, to be given by the Teacher to pupils of Female Grammar Schools. See Rule 60.
- No. 13. Certificate of merit, to be given by the Teacher to pupils of Male Intermediate Schools. See Rule 60.

- No. 14. Certificate of merit, to be given by the Teacher to pupils of Female Intermediate Schools. See Rule 60.
- No. 15. Certificate of merit, to be given by the Teacher to pupils of Secondary Schools. See Rule 60.
- No. 16. Certificate of merit, to be given by the Teacher to pupils of Primary Schools. See Rule 60.
- No. 17. Report of absences, and demerit marks for conduct or recitations, to be sent by Teachers of Secondary and Primary Schools to parents. See Rule 61.
- No. 18. Application for school-books from parents in "indigent circumstances." See Rule 62.
- No. 19. Notice to applicants for admission, to be sent by Teachers as vacancies occur. See Rule 3.
- No. 20. Ticket of admission for new scholars, to be filled up by a Trustee and sent to Teachers. See Rule 2.
- No. 21. Ticket of transfer from one school to another, to be given by a Trustee to a pupil. See Rule 5.
- No. 22. Monthly Report of the averages attained by scholars, as shown by the Class Registers, to be sent by Teachers to parents. See Rule 61.
- No. 23. Certificate of honorable dismissal of a pupil. See Rule 8.
- No. 24. Programme of the daily exercises in each school, to be prepared by each Teacher and placed conspicuously in the room. See Rule 46.

# Salaries.

	ANNUAL.	MONTHLY.
Teachers of Male Grammar Schools...	\$,375	\$114 58
“ Female “ “ ...	675	56 25
“ Male Intermed’e Schools	*625	52 08
“ Female “ “	625	52 08
“ Secondary “	500	41 66
“ Primary “	450	37 50
Sub. Assistants in Grammar Schools	150	12 50
Teacher of Vocal Music.....	1,000	83 33
Treasurer of Public Schools.....	500	41 66
Secretary “ “ .....	200	16 66

TRUSTEES—NO COMPENSATION.

\* In Third District \$850.

## FIRST DISTRICT.

SCHOOLS.	TEACHERS.	LOCATION.	SIZE OF SCHOOL-ROOM.		
			Length.	Width.	Height.
Male Grammar.....	S. J. Thomson....	Corner 14th and Q.....	37.9	24.9	13.8
Female ".....	Annie E. Evans..	H, bet 13th and 14th	38	31	14.6
Male Intermediate	Amelia Kirk.....	20th, bet. Pa. av. and H	31	41	8.7
Female "	H. E. Williams...	Cor. 14th and G.....	40.3	36	14
Secondary 1, F.....	F. E. Hoover.....	Cor. 14th and N. Y. av	46	16	16
" 2, M.....	E. F. Redmond...	Cor. 14th and Q.....	37.9	24.9	13.8
" 3, F.....	Mary J. White...	Cor. Pa. av. and 19th...	30	27	12
" 4, M.....	Letitia B. Allen.	20th, bet. Pa. av. and H	40	31	8.6
" 5, F.....	Maria E. Rodier..	14th, bet. D & Ohio av.	50	21.10	16
Primary	Scraphina Brown	Cor. H and 19th.....	57	30	10
"	Emily Robinson	Cor. Pa. av. and 19th...	30	30	12
"	Etta C. Bates.....	Cor. Pa. av. and 19th...	36	19	13
"	O. A. Walker.....	14th, bet. I and K.....	40	17	9
"	Adele Tait.....	Cor. 10th and La. av...	60	17	10
"	Mary E. Stabler	Cor. 10th and La. av...	24	17	10
Sub-Assistant.....	Kate McMahon				



# FIRST DISTRICT—Continued.

SCHOOLS.	TEACHERS.	RESIDENCE TEACHER.	WHERE EDUCATED.	APPOINTED.
Male Grammar.....	S. J. Thomson....	406 12th, bet. I & K	Columb'n Col., D. C.	Jan. 1854
Female ".....	Annie E. Evans..	594 H, bet. 3 & 4....	Washington, D. C.	Sept. 1862
Male Intermediate	Amelia Kirk.....	Cor. 24th & K.....	Baltimore, Md.....	Sept. 1863
Female ".....	H. E. Williams...	486 I, bt. 7 & 8 east	Providence, R. I....	Sept. 1863
Secondary No. 1....	F. E. Hoover.....	209 6th, bet. M & N	{ Wash'g'n, D. C. }	March, 1857
" " 2....	E. F. Redmond...	195 N Y Av, bt 4 & 5	{ Northville, Ct. }	Sept. 1863
" " 3....	Mary J. White...	222 22d, bet. G & H	Washington, D. C.	May, 1856
" " 4....	Letitia B. Allen..	F, bet. 6 & 7....	" "	Aug. 1862
" " 5....	Maria E. Rodier	348 L, bet. 15 & 16	" "	Feb. 1849
Primary	Scrappina Brown	373 13th, bt. L & M	New Hampshire...	Sept. 1865
" " 1....	Emily Robinson	438 Mass av, b 6 & 7	Washington, D. C }	Sept. 1857
" " 2....	Etta C. Bates.....	373 13th, bt L & M	{ New York and }	Oct. 1865
" " 3....	O. A. Walker.....	12th, bt F & G	{ Worcester, Mass }	1863
" " 4....	Adele Tait.....	G, bt 12 & 13...	Washington, D. C.	Sept. 1865
" " 5....	Mary E. Stabler	Cor. N. J. av. & F	" "	Nov. 1865
" " 6....	Kate McMahon...	8th, bt G & H...	Philadelphia, Pa....	
Sub-Assistant.....			Washington, D. C.	

## SECOND DISTRICT.

SCHOOLS.	TEACHERS.	LOCATION OF SCHOOL.	SIZE OF SCHOOL-ROOM.		
			Length.	Width.	Height.
Male Grammar .....	T. M. Wilson.....	Cor. 6th & L.....	37.6	25.6	10.10
Female " .....	E. H. Boggs.....	5th & F.....	37.10	25.10	10.6
Male Intermediate	Emily Myers.....	6th & L.....	37.6	25.3	12
Female " .....	E. V. Billing.....	5th & F.....	50	25.10	11
Secondary 1, F.....	Jane Thomas.....	Cor. 10th & E.....	37.6	29.6	12
2, M.....	R. F. Ellis.....	Cor. 10th & La. av.....	60.6	17	10
3, F.....	M. A. Tucker...	Cor. 10th & E.....	37.6	25	14
4, F.....	M. V. Fletcher...	Cor. Mass. av., 5th & I	38	23	9.4
5, M.....	H. M. Morse.....	Cor. 6th & L.....	37.6	25.3	13.
6, M.....	M. V. Davis.....	Cor. Mass. av., 5th & I	26.7	24.3	9.6
7, F.....	M. E. Fleener...	Cor. 10 & E.....	38	27	9.6
Primary 1, M.....	J. A. Brown.....	Cor. Mass. av., 5th & I	27.11	20.9	9.5
2, F.....	Sallie Dalton.....	" "	23.7	23.11	9.8
3, F.....	M. E. Stratton..	Cor. 10 & E.....	45.6	20	9.6
4, M.....	Fannie Gudgin..	Cor. 10 & La. av.....	45.6	18	10
5, M.....	Mary E. Rowe...	Cor. Mass. av., 5th & I	30	24.7	10
6, F.....	Alice Clarke.....	Cor. 10 & E.....	45.6	16.6	9.6
7, M.....	J. L. Adams.....	9, bet. P & Q.....	45	16	9
8, F.....	M. L. Parker.....	9, bet. P & Q.....	45	15	8
Sub-Assistants .....	Jennie Free.....				
	J. L. Adams.....				

## SECOND DISTRICT—Continued.

SCHOOLS.	TEACHERS.	RESIDENCE TEACHER.	WHERE EDUCATED.	APPOINTED.
Male Grammar .....	T. M. Wilson.....	5th, bet. M & N	Carlisle, Pa.....	April, 1851
Female " .....	E. H. Boggs.....	435 I, bet. 9 & 10....	Pennington, N. J....	Sept. 1859
Male Intermediate	Emily Myers.....	cor. F & 11th....	Washington, D. C....	Sept. 1852
Female " .....	E. V. Billing.....	446 K, bet. 6 & 7....	" .....	March, 1850
Secondary No. 1....	Jane Thomas....	65 Mo. av, b. 3 & 4	England .....	Sept. 1860
" " 2....	R. F. Ellis.....	350 N Y av, b 9 & 10	Boston, Mass.....	Feb. 1864
" " 3....	M. A. Tucker....	324 9, bet. L & M....	Baltimore, Md.....	Sept. 1862
" " 4....	M. V. Fletcher..	502 K, bet. 4 & 5....	Washington, D. C....	June, 1858
" " 5....	H. M. Morse.....	350 N Y av, b 9 & 10	Cambridge, Mass....	Oct. 1863
" " 6....	M. Y. Davis.....	279 7th, bet. L & M	Washington, D. C....	Oct. 1862
" " 7....	M. E. Flenner....	477 I, bet. 8 & 9....	" .....	May, 1861
Primary " 1....	J. A. Brown.....	176 G, bet. 19 & 20..	Pembroke, N. H....	Feb. 1865
" " 2....	Sallie Dalton....	F, bet. 6 & 7....	Washington, D. C....	Nov. 1865
" " 3....	M. E. Stratton....	cor. 4½ & M....	" .....	Nov. 1865
" " 4....	Fannie Gudge..	300 I, bet. N & O	" .....	Nov. 1865
" " 5....	Mary E. Rowe....	354 C, bet. 4½ & 6	" .....	Sept. 1865
" " 6....	Alice Clarke....	cor. 4½ & M....	New Ipswich, N. H..	Sept. 1865
" " 7....	J. L. Adams.....	546 M .....	Washington, D. C....	Oct. 1865
" " 8....	M. L. Parker....	182 9th, bet. P & Q	Hartford, Ct.....	April, 1865
Sub-Assistants.....	Jennie Free.....	I, bet. 7 & 8....		
	J. L. Adams.....	546 M, bet. 8 & 9....		

## THIRD DISTRICT.

SCHOOLS.	TEACHERS.	LOCATION.	SIZE OF SCHOOL-ROOM.		
			Length.	Width.	Height.
Male Grammar.....	W. W. McCathran	Penn. av. and 8th e....	30	25	15
Female " "	M. E. Ramsay...	" " " "	30	25	15
Male Intermediate	Chase Roys.....	" " " "	30	25	15
Female " "	Frances Elvans..	" " " "	30	25	15
Secondary 1, F.....	Addie Thompson	" " " "	30	25	15
" 2, M.....	Lucy B. Davis...	" " " "	30	25	15
" 3, F.....	Elizabeth A. Allen..	" " " "	30	25	15
" 4, M.....	Joseph'n S. Bird	" " " "	30	25	15
" 5, F.....	S. M. Insby .....	" " " "	30	25	15
" 6, M.....	Cath. Morphy...	" " " "	30	25	15
" 7, F.....	H. P. Johnson...	" " " "	30	25	15
" 8, M.....	Jen. A. Ramsay	Cor. 3d and A.....	30.2	24.2	8.7
" 9, F.....	Jane G. Moss...	Cor. 3d e and Penn. av	27.4	23.1	10
Primary	Emily Roys.....	E s, bet. 5th and 6th e	37	20	11
" 1, F.....	Lizzie Hinton...	Cor. 7th e and G s.....	34.6	20.9	12
" 2, M.....	Alberta Bright..	" " " "	34.6	20.9	12
" 3, F.....	Mary Aukward..	Cor. 2d e and K s.....	27	23	8
" 4, M.....	Mary A. Hill.....	" " " "	27	23	8.6
" 5, F.....	M. E. Armistead	Cor. 3d e and A s.....	30.2	24.3	8.7
" 6, M.....	Marion L. Stone	Cor. 7th e and C s.....	29	15.2	8.5
" 7, F.....	Eliz. J. Wheatley	North Capitol st.....	37.6	32.8	8.8
" 8, M.....	Alice Martin .....	1st e, bet. B and C s....	33.10	18.10	11.11
Sub-Assistant.....					

# THIRD DISTRICT—Continued.

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SCHOOLS.	TEACHERS.	RE-SIDENCE.	WHERE EDUCATED.	APPOINTED.
Male Grammar.....	W. W. McCathran	424 G s, bet 7 & 8 e	Washington, D. C...	Jan. 1851
Female "	M. E. Ramsay....	538 7 e, bet E & G...	Washington, Pa....	April, 1863
Male Intermediate	Chase Roys.....	479 6 e.....	Schenectady, N. Y..	Aug. 1865
Female "	Frances Elvans...	536 Md av w, b 6 & 7	Georgetown, D. C...	June, 1851
Secondary No. 1...	Addie Thompson	72, cor 3d e & M s...	Washington, D. C...	May, 1862
" " 2...	Lacy B. Davis....	381 Pa av, b 4 1/2 & 6	Salem, Mass.....	Sept. 1860
" " 3...	Eliz' b A. Allen...	— H s, bet 8 & 9..	Washington, D. C...	— 1863
" " 4...	Joseph' n S. Bird	463, Va av, bet 2 & 3	" Penn	Feb. 1860
" " 5...	S. M. Lusby.....	— 7th e, bet E & G s	" D. C...	Feb. 1865
" " 6...	Cath. Morphy....	381 Pa av, b 4 1/2 & 6	Brooklyn, N. Y.....	— 1858
" " 7...	H. P. Johnson...	113 13 1/2, b D & Md a	Washington, D. C...	1864
" " 8...	Jen. A. Ramsay..	538 7 e, bet E & G...	" Penna.	Sept. 1863
" " 9...	Jaue G. Moss.....	— 7 e, bet E & G..	" D. C....	Jan. 1849
Primary No. 1.....	Emily Roys.....	479 6th e.....	Lawrenceville, N. Y.	Aug. 1865
" " 2.....	Lizzie Hinton....	493 Md av, b 4 1/2 & 6	Washington, D. C...	1865
" " 3.....	Alberta Bright...	— E s, bt 13 & 14 e	" "	1865
" " 4.....	Mary Ankward...	— 2d e, bt L & M s	" "	1865
" " 5.....	Mary A. Hill.....	122 East Capitol st..	" "	1862
" " 6.....	M. E. Armistead	— L s, bt 14 & 15 e	" "	1860
" " 7.....	Marion L. Stone	390 North Capitol...	Georgetown, D. C...	1865
" " 8.....	Eliz. J. Wheatley	19 A s, b N J a & 1 e	Washington, D. C...	1865
Sub-Assistant .....	Alice Martin . . .	Uniontown .....		1863

## FOURTH DISTRICT.

SCHOOLS.	TEACHERS.	LOCATION.	SIZE OF SCHOOL-ROOM.		
			Length.	Width.	Height.
Male Grammar.....	J. E. Thompson..	6 s., bet. D and E .....	47.10	27.10	12
Female " .....	M. A. Amidon...	" " .....	47.10	27.8	12
Male Intermediate	G. A. Reed.....	D, bet. 4½ and 6.....	25	25	9
Female " .....	S. E. Eckloff.....	" " .....	30	25	10
Secondary 1, F.....	A. M. Adams.....	" " .....	25	25	9
" 2, F.....	Mary A. Lee.....	7, bet. D and E.....	37.3	19.2	11.5
" 3, F.....	M. E. Martin....	4½, bet. M and N... ..	30	20	9
" 4, M .....	M. A. Bowen.....	D, bet. 4½ and 6.....	25	25	7.6
" 5, M .....	A. E. Adams.....	" " .....	25	25	7.6
" 6, M .....	H. J. Magee.....	" " .....	25	25	7.6
" 7, F.....	A. M. Bailey.....	12, bet. Md av. and E..	29	25	11
Primary 1, F.....	J. A. Lee.....	Cor. 6 and C.....	32	21	10
" 2, M .....	A. Van Horn.....	" " .....	32	21	10
" 3, M & F .....	E. P. Morse.....	12, bet. Md. av. and E..	29	25	11
" 4, M & F .....	R. A. Garrett...	I, bet. 4½ and 6 .....	30	25	9
" 5, M .....	A. Milburn.....	Cor. 6 and C.....	33	21	10
" 6, F.....	I. C. Peyton.....	6, bet. Md. av. and C...	32.6	21.8	10
Sub-Assistant.....	Mattie E. Gray..				

## FOURTH DISTRICT—Continued.

SCHOOLS.	TEACHERS.	RESIDENCE.	WHERE EDUCATED.	APPOINTED.
Male Grammar.....	J. E. Thompson....	Cor. 5 and M n .....	Washington, D. C.	1848
Female " .....	M. A. Amidon....	285 Virginia av.....	" "	Sept. 1850
Male Intermediate	Geneva A. Reed....	1 w., bet Md av & B s	" "	Jan. 1860
Female	S. E. Eckloff.....	G, bet 9 and 10 .....	" "	Jan. 1859
Secondary No. 1.....	A. M. Adams .....	7 and O north .....	Georgetown, D. C.	Mar. 1854
" " 2.....	Mary A. Lee.....	516 Md av, b 4 1/2 & 6	Washington, D C.	Feb. 1854
" " 3.....	M. E. Martin.....	809 6th st.....	" "	Feb. 1858
" " 4.....	M. A. Bowen.....	67 Me av., b 3 & 4 1/2..	" "	Sept. 1861
" " 5.....	A. E. Adams.....	Cor C & 12.....	Harper's Ferry, Va.	Aug. 1863
" " 6.....	H. J. Magee.....	F, bet 9 & 10.....	Washington, D. C.	Sept. 1862
" " 7.....	A. M. Bailey.....	C s., bet 12 & 13.....	" "	Oct. 1865
Primary No. 1.....	J. A. Lee .....	Md av bet 4 1/2 & 6...	" "	Aug. 1862
" " 2.....	A. Van Horn.....	391 L, bet 4 1/2 & 6...	" "	Feb. 1864
" " 3.....	E. P. Morse.....	11, Maine avenue...	" "	Feb. 1865
" " 4.....	R. A. Gartett....	655 7, bet D & E s...	" "	Sept. 1865
" " 5.....	A. Milburn.....	D, bet 6 & 7.....	" "	Aug. 1865
" " 6.....	I. C. Peyton.....	B, bet 13 & 13 1/2...	" "	Aug. 1865
Sub-Assistant .....	Mattie E. Gray..	Md av., bet. 4 1/2 & 6	" "	Aug. 1865

## FIRST DISTRICT—December, 1865.

SCHOOL.	SEX.	AGES OF PUPILS.											Total.
		6	7	8	9	10	11	12	13	14	15	16	17
Male Grammar .....	M	.....	.....	.....	.....	.....	1	4	10	14	15	11	2
Female " .....	F	.....	.....	.....	.....	1	2	5	11	13	8	10	1
Male Intermediate .....	M	.....	.....	.....	3	8	14	13	13	3	4	.....	.....
Female " .....	F	.....	.....	.....	1	2	4	18	14	12	4	1	.....
Secondary No. 1 .....	F	.....	.....	2	9	15	10	9	11	3	1	.....	.....
" " 2 .....	M	2	5	5	11	9	9	12	4	3	.....	.....	.....
" " 3 .....	F	.....	.....	4	5	8	13	10	7	5	1	.....	.....
" " 4 .....	M	.....	1	2	5	17	13	12	5	3	1	.....	.....
" " 5 .....	F	.....	3	4	13	12	12	7	7	1	1	1	.....
Primary " 1 .....	M	13	9	7	18	5	1	3	.....	1	1	.....	.....
" " 2 .....	F	.....	3	6	9	19	11	3	9	1	.....	.....	.....
" " 3 .....	F	6	22	14	12	5	3	.....	.....	.....	.....	.....	.....
" " 4 .....	F	14	13	19	11	3	1	.....	.....	.....	.....	.....	.....
" " 5 .....	M*	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
" " 6 .....	M	8	23	11	6	6	3	1	.....	.....	.....	.....	.....
Total .....	.....	43	79	74	103	110	100	97	91	59	36	23	3
													818

\* With Secondary 2, Second District.



## SECOND DISTRICT—December, 1865.

SCHOOL.	SEX.	AGES OF PUPILS.													Total.
		6	7	8	9	10	11	12	13	14	15	16	17	18	
Male Grammar.....	M	.....	.....	.....	.....	1	1	6	13	25	12	2	1	.....	61
Female ".....	F	.....	.....	.....	.....	.....	.....	1	7	11	14	14	6	3	56
Male Intermediate..	M	.....	.....	.....	1	7	8	13	17	10	4	1	.....	.....	61
Female ".....	F	.....	.....	.....	.....	1	1	11	21	17	2	3	.....	.....	56
Secondary No. 1.....	F	.....	.....	.....	2	6	3	11	12	10	5	.....	.....	.....	49
" ".....	M	.....	.....	3	4	17	20	22	7	5	5	1	.....	.....	84
" ".....	F	.....	.....	1	9	11	16	12	8	3	2	.....	.....	.....	62
" ".....	F	.....	.....	.....	6	13	12	10	11	5	1	1	.....	.....	59
" ".....	M	.....	.....	.....	7	23	14	12	2	4	.....	.....	.....	.....	62
" ".....	M	.....	.....	2	11	16	4	9	7	3	.....	.....	.....	.....	52
" ".....	F	1	1	5	9	19	12	2	2	4	1	.....	.....	.....	56
Primary ".....	M	7	11	18	10	5	2	2	1	1	.....	.....	.....	.....	57
" ".....	F	.....	11	18	16	8	3	1	1	.....	.....	.....	.....	.....	58
" ".....	F	9	7	18	4	5	5	1	.....	.....	.....	.....	.....	.....	49
" ".....	M	.....	1	6	20	10	6	8	2	.....	1	.....	.....	.....	54
" ".....	M	8	6	24	8	8	4	1	2	1	.....	.....	.....	.....	62
" ".....	F	3	12	5	15	6	3	2	.....	1	.....	.....	.....	.....	47
" ".....	M	7	12	9	11	10	6	3	1	.....	.....	1	.....	.....	60
" ".....	F	8	11	12	12	10	4	5	.....	1	.....	.....	.....	.....	63
Total .....	.....	43	72	121	145	176	124	132	114	101	47	23	7	3	1108

## THIRD DISTRICT—December, 1865.

SCHOOL.	SEX.	AGES OF PUPILS.											Total.	
		6	7	8	9	10	11	12	13	14	15	16		17
Male Grammar.....	M	.....	.....	.....	.....	2	2	7	16	13	9	5	.....	54
Female ".....	F	.....	.....	.....	.....	.....	.....	6	12	12	15	12	3	60
Male Intermediate.....	M	.....	.....	1	.....	2	4	7	17	10	5	4	.....	50
Female ".....	F	.....	.....	.....	1	.....	7	10	12	15	10	3	.....	58
Secondary No. 1.....	F	.....	.....	.....	1	6	9	17	7	11	7	.....	.....	58
" 2.....	M	.....	.....	.....	3	16	12	14	7	4	4	.....	.....	60
" 3.....	F	.....	.....	3	3	5	12	11	13	3	7	2	.....	59
" 4.....	M	.....	.....	1	4	9	14	15	19	5	2	.....	.....	60
" 5.....	F	.....	.....	5	19	4	11	13	4	4	.....	.....	.....	60
" 6.....	M	.....	.....	2	14	13	11	10	4	5	1	.....	.....	60
" 7.....	F	.....	.....	1	6	16	15	8	4	2	1	.....	.....	57
" 8.....	M	.....	1	3	10	10	9	16	5	2	1	.....	.....	57
" 9.....	F	.....	1	1	7	3	5	4	13	4	3	1	.....	42
Primary " 1.....	F	.....	9	13	18	10	6	1	2	1	.....	.....	.....	60
" 2.....	M	2	7	14	14	12	7	2	1	.....	.....	.....	.....	59
" 3.....	F	7	9	17	7	12	5	1	2	.....	.....	.....	.....	60
" 4.....	M	7	6	16	11	12	3	5	.....	.....	.....	.....	.....	60
" 5.....	F	12	17	16	10	5	4	1	.....	1	.....	.....	.....	66
" 6.....	M	8	12	9	10	7	8	4	1	1	.....	.....	.....	60
" 7.....	F	7	9	16	5	6	7	4	3	.....	1	.....	.....	59
" 8.....	M	5	10	20	11	6	4	3	1	.....	.....	.....	.....	60
Total.....	.....	48	81	138	154	156	155	159	138	93	66	27	3	1218

## FOURTH DISTRICT—December, 1865.

SCHOOL.	SEX.	AGES OF PUPILS.											Total.		
		6	7	8	9	10	11	12	13	14	15	16		17	18
Male Grammar.....	M	.....	.....	.....	.....	.....	2	10	12	8	7	6	.....	.....	45
Female ".....	F	.....	.....	.....	.....	.....	2	1	7	16	15	6	1	1	49
Male Intermediate.....	M	.....	.....	.....	1	2	6	14	12	8	5	5	.....	.....	53
Female ".....	F	.....	.....	.....	1	1	10	11	12	15	7	5	.....	.....	62
Female Secondary No. 1....	F	.....	.....	1	9	12	13	7	11	7	1	.....	.....	.....	61
" " 2....	F	.....	.....	3	10	9	13	9	9	6	1	.....	.....	.....	60
" " 3....	F	.....	.....	5	8	8	8	10	10	1	1	.....	.....	.....	52
" " 4....	M	.....	.....	2	7	14	12	17	4	3	4	.....	.....	.....	63
" " 5....	M	.....	.....	3	5	12	10	9	3	10	2	3	.....	.....	58
" " 6....	M	.....	.....	2	7	12	15	11	6	4	1	.....	.....	.....	60
" " 7....	F	.....	.....	2	1	11	6	9	6	5	1	1	.....	.....	44
Primary " 1....	F	11	7	18	9	10	4	2	.....	1	.....	.....	.....	.....	62
" " 2....	M	4	12	7	14	2	9	6	5	2	.....	1	.....	.....	62
" " 3....	MF	10	11	17	10	8	7	3	1	.....	.....	.....	.....	.....	67
" " 4....	MF	9	13	20	12	8	5	.....	2	.....	.....	.....	.....	.....	69
" " 5....	M	10	7	16	8	11	5	8	1	.....	.....	.....	.....	.....	66
" " 6....	F	5	13	16	9	8	2	5	2	2	.....	.....	.....	.....	62
Total.....	.....	49	69	111	112	128	129	132	103	88	45	27	1	1	935

# Summary.

JANUARY 1, 1866.

	1st Dist.	2d Dist.	3d Dist.	4th Dist.	Total.
No. of Grammar schools	2	2	2	2	8
“ Intermed’ <sup>e</sup> “	2	2	2	2	8
“ Secondary “	5	7	9	7	28
“ Primary “	6	8	8	6	28
Total No. of schools.....	15	19	21	17	72
“ “ teachers ...	15	19	21	17	72
AGES OF PUPILS.					
Six years.....	43	43	48	49	183
Seven years.....	79	72	81	69	301
Eight years.....	74	121	138	111	444
Nine years.....	103	145	154	112	514
Ten years.....	110	176	156	128	570
Eleven years.....	100	124	155	129	508
Twelve years.....	97	132	159	132	520
Thirteen years.....	91	114	138	103	446
Fourteen years.....	59	101	93	88	341
Fifteen years.....	36	47	66	45	194
Sixteen years.....	23	33	27	27	100
Seventeen years.....	3	7	3	1	14
Eighteen years.....	1	3	0	1	5
No. of male scholars.....	350	564	580	474	1,968
“ female “.....	468	544	638	521	2,171
Total No. of scholars Jan. 1, 1866.....	818	1,108	1,218	995	4,139

## List of Teachers.

NAMES.	DISTRICT.	SCHOOL.
Adams, Alice E.....	4	Secondary 5
Adams, Annie M.....	4	" 1
Adams, Jenny L.....	2	Primary 7
Allen, Eliz. A.....	3	Secondary 3
Allen, Letitia B.....	1	" 4
Amidon, Mrs. Margaret A.....	4	Female Gram.
Armistead, Mary E.....	3	Primary 6
Aukward, Mary.....	3	" 4
Bailey, Annie M.....	4	Secondary 7
Bates, Etta C.....	1	Primary 3
Billing, Emily V.....	2	Female Inter.
Bird, Josephine S.....	3	Secondary 4
Boggs, Elizabeth H.....	2	Female Gram.
Bowen, Mrs. Mary A.....	4	Secondary 4
Bright, Alberta.....	3	Primary 3
Brown, Julia A.....	2	" 1
Brown, Seraphina.....	1	" 1
Clarke, Alice.....	2	" 6
Dalton, Sallie.....	2	" 2
Daniel, Professor J. H.....	All	Mnsic.
Davis, Lucy B.....	3	Secondary 2
Davis, Maria Y.....	2	" 6
Eckloff, Sarah E.....	4	Female Inter.
Ellis, Romenia F.....	2	Secondary 2
Elvans, Frances.....	3	Female Inter.
Evans, Annie E.....	1	Female Gram.
Flenner, Maggie E.....	2	Secondary 7
Fletcher, Martha V.....	2	" 4
Free, Jennie.....	2	Sub-Assistant.
Garrett, Rachel A.....	4	Primary 4
Gray, Mattie E.....	4	Sub-Assistant.
Gudgin, Fannie.....	2	Primary 4
Hill, Mary A.....	3	" 5

NAMES.	DISTRICT.	SCHOOL.
Hinton, Lizzie .....	3	Primary 2
Hoover, Fann'e E.....	1	Secondary 1
Johnson, Hannah P.....	3	" 7
Kirk, Amelia M.....	1	Male Inter.
Lee, Josephine A.....	4	Primary 1
Lee, Mary Ann.....	4	Secondary 2
Lusby, Sophronia M.....	3	" 5
Magee, Hattie Jane.....	4	" 6
Martin, Alice.....	3	Sub-Assistant.
Martin, Mary E.....	4	Secondary 3
Milburn, Alice.....	4	Primary 5
McCathran, Wm. W.....	3	Male Gram.
McMahon, Kate.....	1	Sub-Assistant.
Morphy, Catharine.....	3	Secondary 6
Morse, Emma P.....	4	Primary 3
Morse, Hannah Maria.....	2	Secondary 5
Moss, Jane Gertrude.....	3	" 9
Myers, Mrs. Emily.....	2	Male Inter.
Parker, M. Louise.....	2	Primary 8
Peyton, Isabella C.....	4	" 6
Ramsay, Jeannie A.....	3	Secondary 8
Ramsay, Mary E.....	3	Female Gram.
Redmond, Emma F.....	1	Secondary 2
Reed, Geneva A.....	4	Male Inter.
Robinson, Emily .....	1	Primary 2
Rodier, Mrs. Maria E.....	1	Secondary 5
Rowe, Mary E.....	2	Primary 5
Roys, Chase .....	3	Male Inter.
Roys, Emily .....	3	Primary 1
Stabler, Mary E.....	1	" 6
Stone, Mrs. Marion L.....	3	" 7
Stratton, Mrs. M. E.....	2	" 3
Tait, Adele.....	1	" 5
Thomas, Jane.....	2	Secondary 1
Thompson, Addie.....	3	" 1
Thompson, John E.....	4	Male Gram.
Thomson, S. John.....	1	"
Tucker, Mary A.....	2	Secondary 3

NAMES.	DISTRICT.	SCHOOL.
Van Horn, A.....	4	Primary 2
Walker, Oceana A.....	1	" 4
Wheatley, Eliza J.....	3	" 8
White, Mary J.....	1	Secondary 3
Williams, Helen E.....	1	Female Inter.
Wilson, Thomas M.....	2	Male Gram.

# VISITS OF TRUSTEES

To the Public Schools from September 1, 1863,  
to September 1, 1865.

TRUSTEES.	DISTRICTS.				Total No. of visits by each.	
	1st.	2d.	3d.	4th.		
<i>First District.</i>						
J. O. Wilson.....	526	9	37	14	586	878
R. T. Morsell.....	45	.....	.....	1	46	
J. S. Brown.....	62	1	1	.....	64	
J. P. Tustin.....	182	.....	.....	.....	182	
<i>Second District.</i>						
M. H. Miller.....	4	219	2	.....	225	1107
W. J. Rhees.....	25	702	35	15	777	
O. C. Wight.....	4	49	25	.....	78	
C. H. Utermehle .....	.....	27	.....	.....	27	
<i>Third District.</i>						
C. W. Davis.....	.....	.....	116	.....	116	868
F. S. Walsh.....	1	.....	192	.....	193	
R. B. Ferguson.....	.....	.....	127	.....	127	
John Hitz.....	3	1	428	.....	432	
<i>Fourth District.</i>						
J. E. Holmead.....	2	.....	2	172	176	679
J. B. Ellis.....	3	.....	9	220	232	
J. T. Cassel.....	.....	.....	.....	90	90	
W. J. Murtagh.....	11	6	17	147	181	
Total visits in the districts..	868	1014	991	659	3532	3532



NOTE.—The tables of “ Occupations of Parents of Children in the Public Schools,” and other matter prepared by me for this Manual, will be printed in the 21st Report of the Trustees.

W. J. R.





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